

Regular Meeting of the Finance Committee  
Held in the Conference Room at City Hall  
Thursday, February 4, 2016

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 15-56.

### **ROLL CALL**

The meeting convened at 8:00 a.m. with Chairman Grant presiding and Councilors Henderson, Sandoval, and Perry being present.

Staff present: Elizabeth Stark-Rankins, Brad McFadin, Mike Matthews, Becky Hicks, Kevin Dillon, Bill Morris, Louis Najar, Jonathan Phillips, Monica Garcia, Martha Morales and Steve Polasek.

Guests present: Darryl Burkfield, Juliana Halvorson, Orie Adcock, Kathy Andrus, Molly Boyles, Tom Blake, Kecia Hopper, Peggy Seskey, Bob Edwards and Larry Connolly.

### **APPROVAL OF AGENDA**

Councilor Sandoval moved to approve the February 4, 2016 Finance Committee Meeting Agenda as presented. Councilor Henderson was the second. A voice vote was unanimous and the motion passed.

### **APPROVAL OF MINUTES**

Councilor Sandoval moved to approve the minutes of the January 7, 2016 regular Finance Committee meeting as presented. Councilor Henderson was the second. A voice vote was unanimous and the motion passed.

### **NON-ACTION ITEMS**

#### **Financial Update**

Mr. Polasek presented a mid-year financial overview which included Gross Receipts Tax, departmental reviews and projected outlook.

#### **OpenGov Site**

Mrs. Morales gave a brief presentation on how to access the OpenGov site that was recently launched by the City. The site provides budget information for the City of Roswell and can be accessed by the public through the City's website under the Budget Department.

#### **Executime Update**

Ms. Hicks stated the City is moving forward with Executime. Three departments are already setup on the new system and have received training on how to use the timeclock. Executime is

a time and attendance software that will interface with the current software that provides employee payroll and benefits information.

#### Entryway Sign Update

Bill Morris provided an update on the Entryway Signs. The City Planning Department is currently reviewing the options for the lighting of the signs dependent of their location.

### **ACTION ITEMS**

#### Lodgers' Tax Request – UFO Festival

Mrs. Self discussed the 2016 UFO Festival Lodgers' Tax request. The Occupancy Tax Board recommended funding in the amount of up to \$80,000 on advanced drawdowns with a signed contract between the 2016 UFO Festival/MainStreet Roswell and the City of Roswell. Members of MainStreet Roswell shared history of previous events and plans for this year's event. Councilor Henderson moved to send to full City Council approval of funding for the 2016 UFO Festival in the amount of \$80,000 on advanced drawdown with a signed contract on the Consent Items. Councilor Perry was the second. A voice vote was unanimous and the motion passed.

#### Lodgers' Tax Request – Jesse Andrus & Mike Hillman Memorial Rodeo

Mrs. Self discussed the Andrus & Hillman Memorial Rodeo Lodgers' Tax request. The Occupancy Tax Board recommended funding in the amount of up to \$3,500. Mrs. Andrus shared some of the event's contents. Councilor Perry moved to send to full City Council approval of funding for the Jesse Andrus & Mike Hillman Memorial Rodeo in the amount of \$3,500 on the Consent Items. Councilor Sandoval was the second. A voice vote was unanimous and the motion passed.

#### Lodgers' Tax Request – 32<sup>nd</sup> Annual Milkman Triathlon

Mrs. Self discussed the 32<sup>nd</sup> Annual Milkman Triathlon Lodgers' Tax request. The Occupancy Tax Board recommended funding in the amount of up to \$1,500. Kecia Hopper shared history about the event. Councilor Sandoval moved to send to full City Council approval of funding for the 32<sup>nd</sup> Annual Milkman Triathlon in the amount of \$1,500 on the Consent Items. Councilor Henderson was the second. A voice vote was unanimous and the motion passed.

#### Resolution No. 16-07 Country Club Rd. Water Line Repair Project Support

Mr. Najar discussed Resolution No. 16-07 requesting support to continue large diameter water line replacement along Country Club Rd. The Infrastructure Committee had previously approved the resolution at their January 19, 2016 meeting. Mr. Najar was available for questions. Councilor Henderson moved to send to full City Council Resolution No. 16-07 – Country Club Rd. Water Line Repair Project Support. Councilor Sandoval was the second. A voice vote was unanimous and the motion passed.

#### Resolution No. 16-10 Budget Amendment – Senior Olympics

Ms. Garcia discussed Resolution No. 16-10 budget amendment in the amount of \$77,000 from the Lodgers' Tax Reserves for the Senior Olympics. The funding was previously approved by City Council at the January 14, 2016 meeting. Councilor Henderson moved to send to full City Council Resolution No. 16-10 budget amendment – Senior Olympics. Councilor Sandoval was the second. A voice vote was unanimous and the motion passed.

#### Resolution No. 16-11 Budget Amendment – Roswell Filmfest & Cosmicon

Ms. Garcia discussed Resolution No. 16-11 budget amendment in the amount of \$35,000 from the Lodgers' Tax Reserves for the Roswell Filmfest & Cosmicon. The funding was previously approved by City Council at the December 10, 2015 meeting. Councilor Sandoval moved to send to full City Council Resolution No. 16-11 budget amendment – Roswell Filmfest & Cosmicon. Councilor Henderson was the second. A voice vote was unanimous and the motion passed.

#### Resolution No. 16-12 Yucca Recreation Center – Design & Engineering Reimbursement

Ms. Garcia discussed Resolution No. 16-12 reimbursement from the Environmental GRT that will be redirected (if approved at the February City Council meeting) into the General Fund. The budget amendment would allow an additional up to \$250,000 for the design and engineering of the Yucca Recreation Center to be reimbursed from the General Fund in FY2017. Councilor Henderson moved to send to full City Council Resolution No. 16-12 for the redirection of the reimbursement in the amount of \$250,000. Councilor Sandoval was the second. A voice vote was unanimous and the motion passed.

#### Police Department Authorization Request to Purchase Vehicles

Ms. Garcia discussed the request to purchase three (3) Chevrolet Tahoes for the Police Department. The units were approved in the FY2016 Final Budget, and will be purchased on State contract for \$33,498 each. Mike Mathews and Brad McFadin were available for questions. Councilor Sandoval moved to send to full City Council the request for approval to purchase three (3) Chevrolet Tahoes for the Police Department. Councilor Henderson was the second. A voice vote was unanimous and the motion passed.

#### Adjourn

The meeting adjourned at 9:35 a.m.